

GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Parks and Recreation



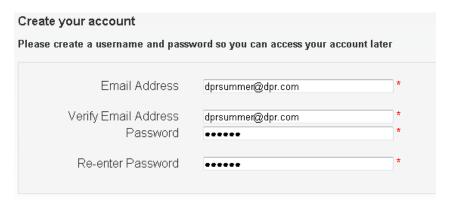
Create an Account Guide

Follow the steps below to create an account on the DPR registration system website.

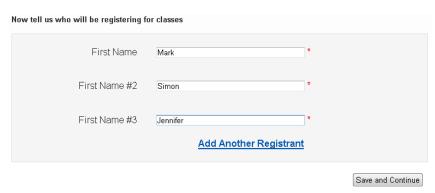
- Go to the DPR registration system website at www.asaponlinereg.com/Login.aspx?org=774.
- 2. In the New Registrants section, click 'Create New Account.'



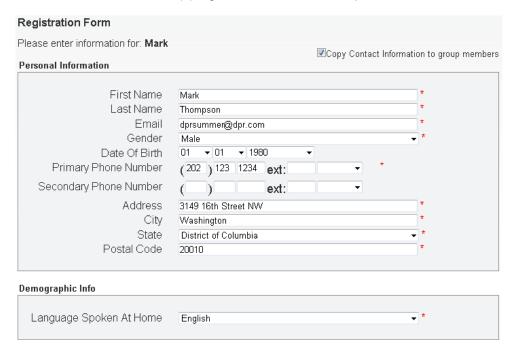
3. On the New Account page, enter your email address and a password as instructed. Record your password in a safe location for future reference.



4. Enter the first name of every person in your immediate family who will visit a DPR recreation center or sign up for a DPR activity or class. To add additional names click the 'Add Another Registrant' button.



- 5. When finished clicked the 'Save and Continue' button.
- 6. Fill in the information for each family member you created in step 4. To save time with this process, check the 'Copy Contact Information to group members' checkbox. Be aware of the following rules when completing this step:
 - Every field with a red asterisk (*) is required
 - The address field must not contain special characters including periods, commas, or dashes.
 - The Postal Code must **not** exceed five (5) digits. Do **not** include the "plus-four code" at the end of your zip code.



- 7. When finished click 'Next.'
- 8. Repeat steps 6-7 for each additional family member.
- 9. After the last family member has been entered click 'Save and Continue.'
- 10. The final page is your account page. Each family member is listed just above the current user. From this page you may perform a number of actions including:
 - Editing a family member's information
 - Switching between family members
 - Adding new family members to the account
 - Changing your password
 - · Viewing your current activity schedule
 - · Viewing all prior invoices and receipts
 - Paying past due charges
 - · Enrolling in classes and activities

